



**King County Office of Citizen Complaints – Ombudsman**

400 Yesler Building  
400 Yesler Way, Room 240  
Seattle, WA 98104  
206-296-3452 v/tty - 206-296-0948 fax

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**Complaint Form**

The Office of Citizen Complaints – Ombudsman is not an office of first recourse. Therefore, we ask that you first try to resolve your complaint with the agency before filing a complaint with the Ombudsman. If you have been unsuccessful in resolving your concern with the agency, please fill out this complaint form and return it to our office by mail or fax.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone number(s): \_\_\_\_\_

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1. King County department, division, or service your complaint is about:

\_\_\_\_\_  
\_\_\_\_\_

2. File, permit, record, or other number, if applicable:

\_\_\_\_\_  
\_\_\_\_\_

3. County employees you have dealt with (name, position, agency):

\_\_\_\_\_  
\_\_\_\_\_

4. Witnesses/others involved (name, address, telephone number):

\_\_\_\_\_  
\_\_\_\_\_

Summary of your complaint:

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(You may attach additional sheets or submit a separate written statement.)

5. In your view, what would be the best way to resolve your complaint?

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I affirm that the above statement and facts are true and correct to the best of my knowledge.

Signature

Date

**Request for non-disclosure:** I request that my name not be disclosed \_\_\_\_\_ (Initial) pursuant to the provisions of RCW 42.17.310(e). If you initialed the request for non-disclosure we will not release your name in the event we receive a public disclosure request for your complaint.

Please mail your complaint to the Ombudsman Office at 400 Yesler Way, Rm. 240; Seattle, WA 98104. You may also fax your complaint to us at 206-296-0948. Please contact the Ombudsman Office at 206-296-3452 if you have any questions about how to fill out this form.